

MENTOR PUBLIC LIBRARY
COMMUNITY BULLETIN BOARDS AND LITERATURE RACKS POLICY (1302.00)

As a resource to the community, Mentor Public Library provides both bulletin boards and information racks for the posting and distribution of information related to educational, cultural, intellectual, community, or charitable activities and events. This privilege is open to all individuals and groups. Authorization for posting materials will be based on the guidelines in this policy and not on the individual viewpoints, beliefs, or affiliations of the person or group submitting the material.

All materials to be displayed must meet the following guidelines:

- Approval from the Library Director or his/her designee is required prior to posting. A reasonable period of time is required for review of the materials requested to be displayed, generally five (5) business days. Materials provided to the Library for posting will be date-stamped as of the date of submission. Unauthorized materials will be discarded.
- Limited space generally allows only short-term notices on a first-come, first served basis. Materials with an event date will not be accepted by the Library for posting earlier than fourteen (14) days prior to such event, and will be removed after such date has passed. Items which are not time-sensitive will be removed within a reasonable amount of time, generally ten (10) days after posting, but may be removed earlier based on need as determined by the Library Director or his/her designee.
- Only a limited quantity of materials can be accepted due to space considerations. No items given to the Library for display can be returned, but will be recycled as appropriate.
- Items to be displayed should be of reasonable size, generally 8 ½ X 11, or smaller.
- Priority placement will be given to groups and organizations promoting educational, cultural, intellectual, community, or charitable activities and events, and for events/activities occurring within Lake County.

The following materials are prohibited at the discretion of the Library Director or his/her designee:

- Materials which include profanity, nudity, discriminatory, defamatory, abusive, harassing, or other similarly inappropriate, obscene, or offensive content.
- Materials which promote alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service, or activity.
- Materials which support or oppose any labor organization or action by, on behalf of, or against any labor organization.
- Any political materials or issue that will be voted on.

The presence of a poster, brochure, flyer, newsletter, or any other material in the Library is not an endorsement of the activity, event, or viewpoints expressed. The Library is not responsible for the accuracy of any information displayed.

Adopted by the Board of Trustees July 18, 2018, Resolution #18-068

Revised October 16, 2019, Resolution #19-098

Updated by the Board of Trustees November 17, 2021, Resolution # 21-101